

**ANNUAL PROCUREMENT PLAN FOR 2015
For Common-Use Supplies and Equipment**

Department/Bureau/Office: **DAVAO INTEGRATED DEVELOPMENT PROGRAM**
 Region: _____
 Address: 848 Atis St., JFM Corporation
 Juna Subdivision, Davao City

Contact Person: _____
 Position: _____
 E-mail : _____
 Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (07.11.14)	TOTAL AMOUNT
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																
COMMON ELECTRICAL SUPPLIES																
BATTERY, size AA, alkaline, 2 pcs./packet	packet				6									6	21.13	126.76
BATTERY, size AAA, alkaline, 2 pcs./packet	packet				6									6	15.83	95.00
FLUORESCENT LAMP, tubular, 36 watts	piece			12							12			24	48.00	1,152.00
COMMON COMPUTER SUPPLIES/CONSUMABLES																
COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece						100							100	15.00	1,500.00
DVD RECORDABLE, 16x speed, 4.7GB capacity	piece						100							100	20.00	2,000.00
DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece						20							20	45.00	900.00
INK CARTRIDGE, HP C4844A (HP 10), black, 69mL, for HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2000 printer series, 2230+, 2280+ printer series, 2300+ printer series, 2500 printer series, 2600+ printer series, HP Colour Printer cp1700 series	cart			5										5	1,800.00	9,000.00
TONER CARTRIDGE, HP C4092A, black, for HP Laserjet 1100 printer series, 3200 All-in-One	cart										3			3	4,200.00	12,600.00
COMMON OFFICE SUPPLIES																
ALCOHOL, 70%, ethyl	bottle			4			4			4				4	50.00	800.00
CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair										12			12	18.00	216.00
FOLDER, pressboard, plain, legal, 100s/box	pack										1			1	984.00	984.00
FOLDER, tagboard, legal size, 100s/box	pack										1			1	287.00	287.00
FOLDER, tagboard, A4 size, 100s/box	pack										1			1	341.00	341.00
MARKER, fluorescent, 3 colors/set	set										5			5	48.00	240.00
MARKING PEN, whiteboard, black	piece										25			25	19.00	475.00
MARKING PEN, whiteboard, blue	piece										25			25	19.00	475.00
MARKING PEN, whiteboard, red	piece										25			25	19.00	475.00
MARKER, permanent, black	piece										30			30	25.00	750.00
MARKER, permanent, blue	piece										30			30	25.00	750.00
MARKER, permanent, red	piece										30			30	25.00	750.00
NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece						100							100	16.00	1,600.00

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PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream										30			30	161.00	4,830.00
PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack	pack							10						10	149.00	1,490.00
PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box							20						20	16.00	320.00
PAPER CLIP, gem type, 32mm, 100s/box	box							20						20	12.00	240.00
PENCIL, lead, w/eraser, one(1) dozen per box	box							24						24	35.00	840.00
SIGN PEN, black	piece											30		30	55.00	1,650.00
SIGN PEN, blue	piece											30		30	55.00	1,650.00
SIGN PEN, red	piece											30		30	55.00	1,650.00
TAPE, transparent, 24mm, 50 meters	roll			12			12			12			12	48	26.00	1,248.00
TAPE, transparent, 48mm, 50 meters	roll									12				12	42.00	504.00
TOILET TISSUE, 12 rolls/pack	pack	1	1	1	1	1	1	1	1	1	1	1	1	12	80.00	960.00
TWINE, plastic, one kilo per roll	roll				1									1	63.00	63.00
COMMON OFFICE DEVICES																
SCISSORS, (6")	pair			12										12	23.00	276.00
STAPLER, heavy duty, standard	piece			6										6	137.00	822.00
COMMON JANITORIAL SUPPLIES																
BATHROOM SOAP, 70gms.	piece	1	1	1	1	1	1	1	1	1	1	1	1	12	34.00	408.00
CLEANSER, powder, 350gms.	canister	1		1		1		1		1		1		6	36.00	216.00
TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll	2	2	2	2	2	2	2	2	2	2	2	2	24	171.00	4,104.00
LEGAL SIZE PAPER																
PAPER, multicopy, legal, for laser printing	ream												20	20	137.00	2,740.00
COMMON OFFICE EQUIPMENT																
FIRE EXTINGUISHER, dry chemical, for ABC class, of fire, squeeze type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit			1										1	1,800.00	1,800.00
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																
Computer Equipment and Accessories																
DESKTOP COMPUTER :Processor, 3.4GHz 64 BIT, 4GB RAM, 0.5GB Video Graphics, 500GB SATA HDD, DVD-RW Super-multi drive, ATX Case with 600W Power Supply, keyboard, mouse, Uninterruptible Power Supply (UPS), network card, 20"LED Monitor, with License OS MS Windows 2008 Server or MS Windows 2012 R2 Server Standard as per eNGAS server requirement.	set		1											1	85,000.00	85,000.00
DESKTOP COMPUTER :Processor, 3.0GHz or more, 2GB RAM, 0.5GB Video Graphics, 500GB SATA HDD, DVD-RW Super-multi drive, ATX Case with 600W Power Supply, keyboard, mouse, Uninterruptible Power Supply (UPS), network card, 20"LED Monitor, free DOS (Disk Operating System) to be used as eNGAS workstation requirement.	set		1											1	25,000.00	25,000.00

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Anti-virus software	lic							13						13	1,000.00	13,000.00
Battery Pack: PENTAX BP02 6V 4300mAh Ni-MH	set		2											2	22,000.00	44,000.00
Webhosting Services (1 year)	ls		1											1	3,000.00	3,000.00
Communication																
Cellcard Globe 100	piece			3			3			3			3	12	100.00	1,200.00
Cellcard Globe 500	piece			3			3			3			3	12	500.00	6,000.00
Cellcard Smart 500	piece			3			3			3			3	12	500.00	6,000.00
Cellcard Smart 100	piece			9			9			9			9	36	100.00	3,600.00
Cellcard Sun 200	piece			9			9			9			9	36	200.00	7,200.00
														0		-
Photographic or filming or video equipment																
Tripod Universal									1					1	4,000.00	4,000.00
														0		-
Paper Materials and Products																
Paper A4 size 100gsm	ream				30									30	350.00	10,500.00
Paper Book 80	piece		200											200	35.00	7,000.00
														0		-
Training and Scholarship																
Hotel Accommodation inclusive of am snack, lunch buffet, pm snack, dinner buffet and 1 night accommodation with breakfast (DIDP Year-end Evaluation)	pax												20	20	1,750.00	35,000.00
														0		-
Representation														0		-
Catering Services (Provincial site - DIDP Board Meeting) one (1) meal, two (2) snacks with drinks	pax					80								80	600.00	48,000.00
Catering Services (Within Davao City - Coordinators Meeting) one (1) meal, two (2) snacks with drinks	pax			25			25			25		25		100	300.00	30,000.00
														0		-
Repairs and Maintenance - Motor Vehicles																
Preventive maintenance (SGM266)	ls			1			1			1			1	4	5,000.00	20,000.00
Preventive maintenance (SHA163)	ls			1			1			1			1	4	5,000.00	20,000.00
Gasoline Oil and Lubricants														0		-
Premium Diesel Fuel	liters	425	425	425	425	425	425	425	425	425	425	425	425	5100	30.00	153,000.00
Premium Gasoline	liters	10	10	10	10	10	10	10	10	10	10	10	10	120	40.00	4,800.00
Computer Supplies																
Ink cartridge HP 933XL Yellow (For HP Officejet 7110)	cart			5					5					10	995.00	9,950.00
Ink cartridge HP 933XL Magenta (For HP Officejet 7110)	cart			5					5					10	995.00	9,950.00
Ink cartridge HP 933XL Cyan (For HP Officejet 7110)	cart			5					5					10	995.00	9,950.00
Ink cartridge HP 932XL Black (For HP Officejet 7110)	cart			5					5					10	1,200.00	12,000.00
Ink cartridge HP 11 C4836A 28ml Cyan	cart			5					5					10	2,300.00	23,000.00
Ink cartridge HP 11 C48367 28ml Magenta	cart			5					5					10	2,300.00	23,000.00
Ink cartridge HP 11 C48368 28ml Yellow	cart			5					5					10	2,300.00	23,000.00
														0		-
Office Equipment and Accessories																
Laminating Film 100m	roll			1										1	1,250.00	1,250.00
Laminating Film 50m	roll			1										1	850.00	850.00

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														0		-
*Other Categories																
Coffee Refill 80g	piece	5	5	5	5	5	5	5	5	5	5	5	5	60	88.00	5,280.00
Creamer Refill 450g	piece	5	5	5	5	5	5	5	5	5	5	5	5	60	98.00	5,880.00
Aircon Cleaning (Window type)	ls			15										15	300.00	4,500.00
Car Battery (maintenance free)	piece								2					2	6,500.00	13,000.00
																-

*****GRAND TOTAL:** **729,237.76**

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 802,161.54

APPROVED BUDGET:

**Other categories that are not indicated herein*
***Prices are FOB Manila/Applicable for items under A.*
****Grand total for items under A and B*

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

NOEL E. DACANAY
 Property/Supply Officer

Certified Funds Available /
 Certified Appropriate Funds Available:

MARILA L. CORPUZ
 PDO III/Accountant
 Local Budget Officer

Approve

NOEL L. LOPEZ
 Designated Admin./DIDP-PMO

Date Prepared: January 29, 2014

